



# PACTO

Pembrokeshire Association of Community Transport Organisations  
Cymdeithas Mudiadau Cludiant Cymunedol Sir Benfro

## Code of Conduct

As a member of Pembrokeshire Association of Community Transport Organisations' (PACTO's) staff team, I

Staff members as shown overleaf.  
agree to abide by the fundamental values that underpin all the activities of PACTO and the terms of this Code of Conduct.

This Code of Conduct applies to PACTO Staff.

Honesty and integrity will be the hallmarks of all conduct when dealing with PACTO trustees and staff members, and equally when dealing with individuals and institutions outside of PACTO. PACTO endeavours to maintain an atmosphere of openness to help ensure that stakeholders, such as PACTO members, service users, funders, staff, charity regulators and the public have confidence in PACTO. Everything that PACTO does should be able to stand the test of scrutiny by the public, the media, charity regulators, members, stakeholders, funders, legislators and the courts.

### Law and policies

I will not break the law or breach charity regulations in any aspect of my role with PACTO. I shall have access to a copy of the Memorandum and Articles of Association of PACTO and shall act in accordance with the same at all times.

I will abide by the policies of PACTO, and will have regard to Nolan's seven principles of public life: namely selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

### Confidentiality

I will observe the Data Protection and Confidentiality Policies adopted by PACTO.

### Upholding the good name and values of PACTO

I will not speak as a PACTO employee to the media or in a public forum without prior knowledge and approval of my Line Manager. Should I speak to the media or in a public forum as a PACTO employee without such prior approval, I shall inform my Line Manager as soon as practicable.

When speaking as a PACTO employee, my comments will reflect current organisational policy even when these do not align with my personal views. When speaking as a private citizen I will strive to uphold the reputation of PACTO, its staff and its trustees, and I will not do anything which might compromise impartiality.

I will not break the law, breach charity regulations or act in disregard of organisational policies in my relationships with trustees, fellow staff members, members, service recipients, grant applicants, contractors or anyone else that I come into contact with in my role with PACTO. In particular, I will discharge my duties and responsibilities with regard to the principle that there should be equality of opportunity for all people, regardless of their gender, race, disability, sexual orientation, age or religion.

I will not make vexatious, malicious or frivolous complaints against trustees or members of PACTO, or anyone who works for or on behalf of PACTO.

I will strive to establish respectful and courteous relationships with all those with whom I come into contact in my role with PACTO. I will show respect and consideration for others, and not bully or harass any person.

### **Conflict of interests**

I will always strive to act in the best interests of PACTO, and avoid situations where there may be a potential conflict of interest.

I will abide by the terms of PACTO's Conflict of Interest Policy.

### **Personal gain**

I will not exert any influence to receive any preferential treatment for myself, my family, or any connected person or organisation as defined by the PACTO's Conflict of Interest Policy.

I will document expenses and seek reimbursement according to procedure. I will not accept substantial gifts or hospitality without prior consent from my Line Manager, in accordance with PACTO's Anti-bribery, gifts and hospitality policy.

I will use organisational resources responsibly, when authorised, in accordance with procedure.

### **Disciplinary Action**

I understand that Breaches of this Code of Conduct will result in appropriate action being taken under PACTO's Disciplinary Procedure.

Signed



Dated

12/09/2016